



INVITATION TO BID NO.: 8233-1/22

**OPENING: 2:00 P.M.
WEDNESDAY
FEBRUARY 29, 2012**

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

LIQUEFIED PETROLEUM GAS (LPG)

THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:

BID DEPOSIT AND PERFORMANCE BOND:.....	N/A
CATALOGUE AND LISTS:.....	N/A
CERTIFICATE OF COMPETENCY:	N/A
EQUIPMENT LIST:	N/A
EXPEDITED PROCUREMENT PROGRAM (EPP):	N/A
INDEMNIFICATION/INSURANCE:.....	SEE SECTION 2, PARAGRAPH 2.11
PRE-BID CONFERENCE/WALK-THRU:	N/A
SMALL BUSINESS ENTERPRISE MEASURE:	SEE SECTION 2, PARAGRAPH 2.2
SAMPLES/INFORMATION SHEETS:	N/A
SECTION 3 – PHCD:	N/A
SITE VISIT/AFFIDAVIT:.....	N/A
USER ACCESS PROGRAM:.....	SEE SECTION 2, PARAGRAPH 2.21
WRITTEN WARRANTY:	N/A

FOR INFORMATION CONTACT:

KM! RA, AT 305-375-5375, OR AT KMRA@MIAMIDADE.GOV

**MIAMI-DADE COUNTY
DEPARTMENT OF PROCUREMENT MANAGEMENT**

IMPORTANT NOTICE TO BIDDERS

- 1. FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON BID SUBMITTAL FORM IN SECTION 4 SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE**
- 2. FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 8233-1/22

Title: Liquefied Petroleum Gas (LPG)

Procurement Contracting Officer: Km! Ra, CPPO, C.P.M., CPPB, CAP

Bids will be accepted until 2:00 p.m. on Wednesday, February 29, 2012

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY VENDOR RESPONDING TO THIS SOLICITATION**

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

1.1. DEFINITIONS

Bid – shall refer to any offer(s) submitted in response to this solicitation.

Bidder – shall refer to anyone submitting a Bid in response to this solicitation.

Bid Solicitation – shall mean this solicitation documentation, including any and all addenda.

Bid Submittal Form – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

County – shall refer to Miami-Dade County, Florida

ISD/PM – shall refer to Miami-Dade County's Internal Services Department, Procurement Management Division.

Enrolled Vendor – shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County.

Registered Vendor – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter into business agreements with the County.

The Vendor Registration Package – shall refer to the Business Entity Registration Application.

For additional information about on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128, Phone 305-375-5773. Vendors can enroll online and obtain forms to register by visiting our web site at www.miamidade.gov/ISD/PM

1.2. INSTRUCTIONS TO BIDDERS**A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a notification list for selected categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County by contacting the Vendor Assistance Unit. The County endeavors to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact the Department of Small Business Development at 111 N.W. 1 Street, 19th Floor, Miami, FL 33128-1900, or telephone at 305-375-3111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

B. Vendor Registration

To be recommended for award the County requires that vendors complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed by vendors and returned to the Internal Services Department, Procurement Management Division (ISD/PM), Vendor Assistance Unit, within fourteen (14) days of notification of the intent to recommend for award. In the event the Vendor Registration Package is not properly completed and returned within the specified time, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the ISD/PM website at www.miamidade.gov or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128.

Bidders are required to affirm that all information submitted with the Vendor Registration Package is current, complete and accurate, at the time they submit a response to a Bid Solicitation, by completing the provided Affirmation of Vendor Affidavit form.

In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. **Miami-Dade County Ownership Disclosure Affidavit**
(Sec. 2-8.1 of the County Code)

2. **Miami-Dade County Employment Disclosure Affidavit**
(County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code)
3. **Miami-Dade County Employment Drug-free Workplace Certification**
(Section 2-8.1.2(b) of the County Code)
4. **Miami-Dade Disability and Nondiscrimination Affidavit**
(Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
5. **Miami-Dade County Debarment Disclosure Affidavit**
(Section 10.38 of the County Code)
6. **Miami-Dade County Vendor Obligation to County Affidavit**
(Section 2-8.1 of the County Code)
7. **Miami-Dade County Code of Business Ethics Affidavit**
(Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code)
8. **Miami-Dade County Family Leave Affidavit**
(Article V of Chapter 11 of the County Code)
9. **Miami-Dade County Living Wage Affidavit**
(Section 2-8.9 of the County Code)
10. **Miami-Dade County Domestic Leave and Reporting Affidavit**
(Article 8, Section 11A-60 11A-67 of the County Code)
11. **Subcontracting Practices**
(Ordinance 97-35)
12. **Subcontractor /Supplier Listing**
(Ordinance 97-104)
13. **Environmentally Acceptable Packaging**
Resolution (R-738-92)
14. **W-9 and 8109 Forms**
The vendor must furnish these forms as required by the Internal Revenue Service.
15. **Social Security Number**
In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that ISD/PM requests the Social Security Number for the following purposes:
 - Identification of individual account records
 - To make payments to individual/vendor for goods and services provided to Miami-Dade County
 - Tax reporting purposes
 - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
16. **Office of the Inspector General**
Pursuant to Section 2-1076 of the County Code.
17. **Small Business Enterprises**
The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
18. **Antitrust Laws**
By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.
- C. **PUBLIC ENTITY CRIMES**
To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

D. Request for Additional Information

1. Pursuant to Section 2-11.1(f) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email clerkbccc@miamidadegov.
2. The Internal Services Department, Procurement Management Division may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.
3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

E. Contents of Bid Solicitation and Bidders' Responsibilities

1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
3. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
4. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

F. Change or Withdrawal of Bids

1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, (as indicated on the cover page) with a letter in writing on the firm's letterhead, signed by an

authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

2. Withdrawal of Bid - A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by ISD/PM prior to the Bid opening date may withdraw a bid. A bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

G. Conflicts Within The Bid Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

H. Prompt Payment Terms

1. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.
2. The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the solicitation.

1.3. PREPARATION OF BIDS

- A. The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder's offer.
- B. The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
- C. An authorized agent of the Bidder's firm must sign the Bid submittal form. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- D. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. An optional electronic submittal shall not be considered a part of the bid if it differs in any respect from the required manual submittal in the original hard copy.

1.4. CANCELLATION OF BID SOLICITATION

Miami-Dade County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

1.5. AWARD OF BID SOLICITATION

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e mail. Bid results will not be given by telephone or facsimile.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I. In accordance with Resolution R-1574-88, the Director of ISD/PM will decide all tie Bids.
- J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
- K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

1.6. CONTRACT EXTENSION

- A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

1.7. WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

1.8. ESTIMATED QUANTITIES

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The

County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

1.9. NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

1.10. LOCAL PREFERENCE

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
 - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2012. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

1.11. CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

1.12. BID PROTEST

A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

1.13. LAWS AND REGULATIONS

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

1.14. LICENSES, PERMITS AND FEES

The awarded bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or an awarded bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by said awarded bidder.

1.15. SUBCONTRACTING

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

1.16. ASSIGNMENT

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

1.17. DELIVERY

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

1.18. RESPONSIBILITY AS EMPLOYER

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

1.19. INDEMNIFICATION

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

1.20. COLLUSION

A contractor recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.055 Fla Stats.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the County, stating either that the contractor is not related to any of the other parties bidding in the

competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-8.1.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- A. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.
- B. Failure to provide a Collusion Affidavit within 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid bond.

1.21. MODIFICATION OF CONTRACT

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

1.22. TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

1.23. TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

1.24. FRAUD AND MISREPRESENTATION

Pursuant to Section 2-8.4.1 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.25. ACCESS TO RECORDS

The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

1.26 OFFICE OF THE INSPECTOR GENERAL

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code.

1.27 PRE-AWARD INSPECTION

The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

1.28 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The proposer shall not submit any information in response to this solicitation, which the proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer. In the event that the proposer submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the bid as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposers withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/ Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

1.30. CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT

1.31 LOBBYIST CONTINGENCY FEES

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependant on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.32 COMMISSION AUDITOR – ACCESS TO RECORDS

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of liquefied petroleum gas (also known as propane or LP gas) in conjunction with the County's needs on an as needed basis.

2.2 CONTRACT MEASURES AND PREFERENCES**2.2.1 SMALL BUSINESS ENTERPRISE BID PREFERENCE**

A Small Business Enterprise (SBE) bid preference applies to this solicitation. A 10% percent bid preference shall apply to awards valued up to \$1 million and a 5% percent bid preference shall apply to awards greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Sustainability, Planning and Economic Enhancement Department's Small Business Development Division (SBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Small Business Development Division at 305-375-CERT (2378) or access [Miami-Dade County - Small Business Development - Certification Process](#). The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

2.2.2 LOCAL CERTIFIED SERVICE-DISABLED VETERAN'S BUSINESS PREFERENCE

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE is a firm that is a) a local business pursuant to Section 2.8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

2.3 PRE-BID CONFERENCE

Intentionally Omitted

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

2.4 TERM OF CONTRACT: FIVE (5) YEARS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) - year contract term.

2.5 OPTION TO RENEW FOR FIVE (5) ADDITIONAL YEARS

2.5.1 Prior to, or upon completion, of the initial contract term of five (5) years, the County shall have the option to renew this contract for an additional five (5) years. The awarded bidder shall maintain, for the entirety of the stated additional term, the same pricing method, terms, and conditions included within the originally awarded contract.

2.5.2 Continuation of the contract beyond the initial contract term, and any option subsequently exercised, is a County prerogative, and not a right of the awarded bidder. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

2.5.3 Should the awarded bidder decline the County's right to exercise the option to renew the contract, the County will consider the awarded bidder in default, which decision shall affect its eligibility for future Miami-Dade County contracts.

2.6 METHOD OF AWARD: TO A SINGLE VENDOR

2.6.1 Award of this contract will be made to the responsive and responsible bidder who submits the lowest Adder Price per gallon for the liquefied petroleum gas, when the Adder Prices for both Groups are added in the aggregate. This Adder Price shall be defined as consisting of all charges necessary for the bidder to fully complete and invoice the business transaction, inclusive of delivery, profit, and any other fees. The Adder Price excludes taxes and the Weekly Average Propane Price for Mount Belvieu as reported by OPIS. (See Sample Invoice in Section 4, Bid Submittal Form)

2.6.1.1 The Adder Price offered by the bidder may be a mark-up or discount. This Adder Price will be added to the Weekly Average Propane Price for Mount Belvieu as reported by the Oil Price Information Service (OPIS), for the week the LPG is delivered to the County.

2.7 ADDER PRICE SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT

If the bidder is awarded a contract under this solicitation, the Adder Price proposed by the bidder shall remain firm and fixed during the term of the contract, and any subsequent options to renew term that may be exercised by the County.

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT

Intentionally Omitted

2.9 EQUAL PRODUCT

Intentionally Omitted

2.10 LIQUIDATED DAMAGES

Intentionally Omitted

2.11 INDEMNIFICATION AND INSURANCE

2.11.1 Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

2.11.2 The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

2.11.3 All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

- A. The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

Or

- B. The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

2.11.4 Certificates must indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: Miami-Dade County solicitation number and title of solicitation must appear on each certificate.

2.11.5 Certificate holder must read:

Miami-Dade County
111 NW 1st Street
Suite 2340
Miami, FL 33128

2.11.6 Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

2.11.7 The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If the certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

2.11.8 The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2, Paragraph 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1, Paragraph 1.23 of this solicitation.

2.12 BID GUARANTY

Intentionally Omitted

2.13 PERFORMANCE BOND

Intentionally Omitted

2.14 CERTIFICATIONS

Intentionally Omitted

2.15 METHOD OF PAYMENT: PERIODIC INVOICES FOR COMPLETED PURCHASES

2.15.1 The vendor shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

- A. The vendor shall furnish with each invoice a copy of the relevant page of the OPIS index price report for LPG as required in Section 2, Paragraph 2.6.1, to the attention of the authorized representative identified on the Purchase Order issued by the County department.

2.15.2 All invoices shall contain the following basic information:

- A. Vendor Information:
- i. The name of the business organization as specified on the contract between Miami-Dade County and vendor
 - ii. Date of invoice
 - iii. Invoice number
 - iv. Vendor's Federal Identification Number on file with Miami-Dade County

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

- B. County Information:
 - i. Miami-Dade County Release Purchase Order or Small Purchase Order Number
- C. Pricing Information:
 - i. Adder Price plus the applicable index amount for the date of delivery for LPG.
 - ii. OPIS Weekly Average Propane Price
 - iii. Extended total price of the goods, services or property
 - iv. Applicable taxes and/or discounts
- D. Goods or Services Provided per Contract:
 - i. Description
 - ii. Quantity
- E. Delivery Information:
 - i. Delivery terms set forth within the Miami-Dade County Release Purchase Order
 - ii. Location and date of delivery of goods, services or property
- F. Failure to Comply:

Failure to submit invoices in the prescribed manner will delay payment.

2.16 SHIPPING TERMS: F.O.B. DESTINATION

All bidders shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative.

2.17 DELIVERY SHALL BE AS STATED ON THE PURCHASE ORDER

2.17.1 The awarded bidder shall make deliveries within the number of calendar days stated on the purchase order, which will not be less than 1 day; except emergencies. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the awarded bidder; except in such cases where the delivery is delayed due to acts of nature, strikes, or other causes beyond the control of the awarded bidder. In these cases, the awarded bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

2.17.2 Should the awarded bidder fail to deliver in the number of days stated on the purchase order, the County reserves the right to cancel the purchase order on a

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

default basis. If the purchase order is so cancelled, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the awarded bidder with any re-procurement costs. If the awarded bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.17.3 Certain County employees may be authorized in writing to pick-up materials under this contract. The awarded bidder shall require presentation of this written authorization; and the awarded bidder shall maintain a copy of the authorization. If the awarded bidder is in doubt about any aspect of material pick-up, the awarded bidder shall contact the appropriate user department to confirm the authorization.

2.18 BACK ORDER ALLOWANCE

Intentionally Omitted

2.19 WARRANTY REQUIREMENTS

Intentionally Omitted

2.20 CONTACT PERSON FOR ADDITIONAL INFORMATION

2.20.1 For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Km! Ra, at (305) 375-5375; or via email at – kmra@miamidade.gov.

2.20.2 To allow enough time for the County to respond, requests for clarification and additional information should be received at least forty-eight (48) hours before the Bid Opening Date.

2.21 COUNTY USER ACCESS PROGRAM (UAP) FEE

2.21.1 USER ACCESS FEE

- A. Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.
- B. The awarded bidder providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. The

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

awarded bidder's participation in this invoice reduction portion of the UAP is mandatory.

2.21.2 JOINT PURCHASE

- A. Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The awarded bidder must obtain the participation number from the entity prior to filling any order placed pursuant to this section. The awarded bidder's participation in this joint purchase portion of the UAP, however, is voluntary. The awarded bidder shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.
- B. For all ordering entities located outside the geographical boundaries of Miami-Dade County, the awarded bidder shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.
- C. Miami-Dade County shall have no liability to the awarded bidder for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the awarded bidder and shall be paid by the ordering entity less the 2% UAP.

2.21.3 VENDOR COMPLIANCE

If the awarded bidder fails to comply with this section, the awarded bidder may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this Invitation to Bid and the resulting contract.

2.22 FACILITIES MAY BE ADDED OR DELETED

Although this solicitation and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency facility may be added or deleted from this contract at the option of the County. The additional site(s) shall be added to this contract by formal modification of the award sheet. The County will notify the awarded bidder through an award sheet addendum of the deletion of any facility from the contract. The addition/deletion of facilities shall not affect the Adder Price.

2.23 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. The awarded bidder performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

mentioned authorities for failure to comply with these requirements shall be borne solely by the awarded bidder. Barricades shall be provided by the awarded bidder when work is performed in areas traversed by persons, or when deemed necessary by the County.

2.24 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

It is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the awarded bidder at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

2.25 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING

- A. Since the goods, services, and/or items that will be acquired under this solicitation may be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.
- B. The goods, services, and/or items that will be acquired under this contract may be purchased, in part or in whole, with federal funding that is governed by certain specific procurement requirements and guidelines. It is hereby agreed and understood that any applicable federal procurement provisions, guidelines, or requirements specific to the County department using such funds are herein incorporated in the solicitation for any subsequent purchases under this contract.
- C. The following County departments will utilize federal funding to make purchases under this contract:
 - i. Miami-Dade Community Action and Human Services Department
 - ii. Miami-Dade Public Housing and Community Development Department

These departments are identified as Group A in the Bid Submittal Form (Section 4).

2.26 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

2.27 USE OF FEDERAL FUNDS - EXEMPTION FROM CERTAIN CLAUSES

2.27.1 The contract to be awarded under this solicitation will be accessed by the County departments identified in Section 2, Paragraph 2.25 (C), which will purchase items using funds provided by the Federal Government. Certain clauses within this Invitation to Bid shall not apply to those departments' allocations and purchases under this contract:

- A. Section 1, Paragraph 1.10 (Local Preferences), Section 1, Paragraph 1.26 (Office of the Inspector General), Section 2, Paragraph 2.2 (Contract Measures and Preferences), and Section 2, Paragraph 2.21 (County User Access Program - UAP).

2.28 PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING DELIVERY

The awarded bidder shall include a packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip or delivery ticket shall be made available to the County's authorized representative during delivery. The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable. See Section 3, Paragraph 3.3 for Delivery Truck Requirements.

2.29 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES

2.29.1 While the County has listed the major item (LPG) within this solicitation to be utilized by County departments in conjunction with their operations, there may be similar or related items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded bidder to obtain a price quote for the similar items. The County reserves the right to award these similar items to the awarded bidder or to acquire the items through a separate solicitation.

2.29.2 In addition, it is understood and agreed that the County may purchase (or rent if needed) accessory items like tanks, cylinders, fittings and/or repair service by issuing a purchase order against this contract under the same terms and conditions stipulated in the contract. In such cases, the County shall request a price quote from the awarded bidder describing the accessory items or services required. The County reserves the right to procure the accessory items or services required elsewhere if the County believes that the prices provided by the awarded bidder are unreasonable. The County shall be the sole judge of what constitutes a reasonable price.

2.30 TOXIC SUBSTANCES/Federal "Right to Know" Regulations

2.30.1 The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of

SECTION 2
SPECIAL CONDITIONS
Liquefied Petroleum Gas (LPG)

any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

2.30.2 Accordingly, the awarded bidder is required to provide two (2) complete sets of Material Safety Data Sheets to each County department utilizing this contract. This information should be provided at the time when the initial delivery is made, on a department by department basis.

2.30.3 For additional information on the Federal Right to Know Regulation, contact OSHA at www.OSHA.gov or call (954) 424-0242.

2.31 PUBLIC SAFETY SPECIAL DELIVERY REQUIREMENTS DURING HURRICANE PREPARATION AND RECOVERY

During the annual hurricane season, some Departments may top-off their large capacity LPG storage tanks. Departments with cylinder tanks may request to have their less than full cylinders replaced with full cylinders. Should delivery be required during post hurricane recovery, the awarded bidder shall prioritize delivery to four (4) hours after receipt of order for any location listed under this solicitation. Should this not be possible, the awarded bidder shall advise the County of its revised delivery schedule and the awarded bidder shall make reasonable efforts to ensure that the County's public safety operation gas deliveries are prioritized over other non-County deliveries.

SECTION 3
TECHNICAL SPECIFICATIONS
Liquefied Petroleum Gas (LPG)

3.1 SCOPE

The awarded bidder shall supply and deliver liquefied petroleum gas (also known as LPG and Propane) as specified in this solicitation to various Miami-Dade County locations and facilities. The County will make bulk purchases for delivery to large capacity storage tanks, and will purchase LPG delivered in cylinders. Storage tank and cylinder sizes will vary from location to location.

3.2 GAS SPECIFICATIONS

3.2.1 All liquefied petroleum gases shall meet or exceed the specifications as set forth in the latest edition of the National Gas Processors Association (NGPA) standards NGPA 2140.

3.2.2 All liquefied petroleum gases shall be odorized as set forth in the latest edition of National Board of Fire Underwriters (NBFU) standards for storage and handling of LPG, Number 58. The awarded bidder shall also meet all other applicable provisions of NBFU No. 58.

3.3 DELIVERY TRUCK REQUIREMENTS

The awarded bidder shall supply and deliver LPG from a vehicle equipped with a gas meter. The delivery tickets shall indicate the meter reading prior to and after delivery of the gas is made to the County. (See Section 2, Paragraph 2.28 for delivery ticket requirements).

3.4 LPG CYLINDERS

3.4.1 The following listing of cylinder sizes and capacities represents the LPG cylinders for which gas may be purchased by the County under this contract. This listing is not exhaustive and the County may purchase LPG for additional sizes of cylinders.

A. Steel Vertical LPG Cylinders

	Size	Capacity
i.	20	5 gallons
ii.	30	7 gallons
iii.	40	10 gallons
iv.	100	25 gallons

B. Aluminum Vertical LPG Cylinders

	Size	Capacity
i.	20	5 gallons
ii.	33.5	8 gallons

C. Aluminum Horizontal LPG Cylinders (Mowers)

	Size	Capacity
i.	33.5	8 gallons

3.4.2 As per standard industry practice, the awarded bidder shall replace one-for-one

SECTION 3
TECHNICAL SPECIFICATIONS
Liquefied Petroleum Gas (LPG)

cylinder of gas for the same size, capacity, and type, for LPG purchased in cylinders.

3.5 MINIMUM ORDERS AND OTHER CHARGES

The awarded bidder shall not impose or require any minimum quantities per order for LPG or related items purchased under this contract. The awarded bidder shall not append any surcharges, storage, demurrage or additional charges (except for applicable taxes and fees) to LPG orders under this contract.

3.6 COUNTY LOCATIONS BY DEPARTMENTS FOR DELIVERIES OF LPG

The following is a listing of County locations, by departments, for the delivery of LPG. The County will notify the awarded bidder of any changes to this listing during the term of the contract. The awarded bidder accepts that locations may be deleted or added at anytime during the contract term, at the discretion of the County.

A. CORRECTIONS & REHABILITATION DEPARTMENT

LOCATION	ADDRESS	QUANTITIES	SIZE
MWDC	13850 NW 41 ST STREET	1 TANK	18,000 GALLONS

NOTE: Delivery tickets are to be left at Shift Commanders Office.

B. PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

LOCATION	ADDRESS	QUANTITIES	SIZE
SITE 110-GWEN CHERRY NO.6	NW 1 COURT & 71 STREET	1 TANK	1,000 GALLONS
SITE 130-LITTLE RIVER PLAZA	8255 NW MIAMI COURT	1 TANK	1,000 GALLONS
PETERS PLAZA	191 NE 95 STREET	1 TANK	1,000 GALLONS
SITE 150-PALM TOWERS	950 NW 95 STREET	1 TANK	1,000 GALLONS
PALM COURTS	950 NW 95 STREET	1 TANK	1,000 GALLONS
SITE 160-PALMETTO GARDENS	16850 NW 55 AVENUE	1 TANK	1,000 GALLONS
SITE 210-WYNWOOD ELDERLY	3000 NW 55 AVENUE	1 TANK	1,000 GALLONS
SITE 221-JACK ORR PLAZA	550 NW 5 STREET	1 TANK	1,000 GALLONS
PARK SIDE I & II	333/357 NW 3 STREET	1 TANK	1,000 GALLONS
SITE 232-CLAUDE PEPPER	750 NW 18 TERRACE	1 TANK	1,000 GALLONS
SITE 240-HALEY SOFGE	800/750 NW 13 AVENUE	1 TANK	1,000 GALLONS
SITE 241-ROBERY KING HIGH	1403/05 NW 7 STREET	1 TANK	1,000 GALLONS
SITE 250-ABE ARRONOVITZ	2701 NW 18 AVENUE	1 TANK	1,000 GALLONS

SECTION 3
TECHNICAL SPECIFICATIONS
Liquefied Petroleum Gas (LPG)

DANTE FASCELL	2929 NW 18 AVENUE	1 TANK	1,000 GALLONS
SITE 260-THREE ROUND TOWERS	2920 NW 18 AVENUE	1 TANK	1,000 GALLONS
SITE 270-JOSE MARTI	154 SW 17 AVENUE	1 TANK	1,000 GALLONS
LITTLE HAVANA I	1759 SW 5 STREET	1 TANK	1,000 GALLONS
RIVERSIDE I & II	950 SW 1 STREET	1 TANK	1,000 GALLONS
SITE 310-STIRRUP PLAZA	3150 MUNDY STREET	1 TANK	1,000 GALLONS
GIBSON PLAZA	3160 MUNDY STREET	1 TANK	1,000 GALLONS

NOTE: Delivery tickets are to be left at Site Manager Office at the various locations.

C. COMMUNITY ACTION AND HUMAN SERVICES

LOCATION	ADDRESS	QUANTITIES	SIZE
NEW DIRECTION	1340 NW 76 STREET	2 CYLINDERS	100 POUNDS
NEW OPPORTUNITY	777 NW 30 TH STREET	1 CYLINDER	100 POUNDS

D. INFORMATION TECHNOLOGY

LOCATION	ADDRESS	QUANTITIES	SIZE
PSN	7750 NW 186 STREET, MIAMI LAKES	1 TANK	1,000 GALLONS
INT	15655 BISCAYNE BLVD	2 TANK	2,000 GALLONS 2 Tank of 1000 gallon each
TG	17601 SW 8 STREET	1 TANK	750 GALLONS
MIC	36900 SW 8 STREET, MICCOSUKEE IR	2 TANK	1,750 gallons total 1 Tank 1,000 Gallons 1 Tank 750 Gallons
RNAS, METROZOO, OLD BLIMP HANGAR	12400 SW 152 STREET	1 TANK	1,000 GALLONS
K&B	17602 SW 264 STREET	2 TANK	2,000 GALLONS 2 Tank of 1000 gallon each

E. AVIATION DEPARTMENT

LOCATION	ADDRESS	QUANTITIES	SIZE
OPA LOCKA AIRPORT	14201 NW LEJUENE RD (NW 42 AVE – BLD 107)	2 TANKS	100 GALLONS
NOISE ABATEMENT	5600 NW 36 ST, BLDG 845	15 CYLINDERS	5 GALLONS

SECTION 3
TECHNICAL SPECIFICATIONS
Liquefied Petroleum Gas (LPG)

WAREHOUSE	4331 NW 22 ND ST, BLDG 3040	8 CYLINDERS	30 GALLONS
-----------	--	-------------	------------

F. PARKS, RECREATION, AND OPEN SPACES

LOCATION	ADDRESS	QUANTITIES	SIZE
CAMP OWAISSA BAUER	17001 SW 264 TH STREET	3 TANKS	272 GALLONS
CAMP OWAISSA BAUER	17001 SW 264 TH STREET	1 TANK	500 GALLONS
CAMP OWAISSA BAUER	17001 SW 264 TH STREET	1 TANK	1,000 GALLONS
DEERING ESTATE AT CUTLER	16701 SW 72 ND AVENUE	30 CYLINDERS	20 POUNDS
NORTH TRADES SHOPS	200 W 74 PLACE, HIALEAH	4 CYLINDERS	35 POUNDS
ZOO MIAMI	12400 SW 152 STREET	4 TANKS	1,000 GALLONS
ECO ADVENTURES (CRANDON)	4000 CRANDON BLVD	8 TANKS	35 POUNDS
ROCKWAY POOL	9460 SW 27 DRIVE	1 TANK	1,000 GALLONS
HELEN SANDS POOL	16350 SW 280 STREET	1 TANK	1,000 GALLONS
SPECIAL TAX DISTRICTS	VARIOUS LOCATIONS	60 TANKS	8 GALLONS

G. WATER AND SEWER DEPARTMENT

LOCATION	ADDRESS	QUANTITIES	SIZE
WESTWOOD LAKES	4801 SW 117 TH AVENUE	1 TANK	250 GALLONS
WESTWOOD LAKES	4801 SW 117 TH AVENUE	1 TANK	500 GALLONS
WESTWOOD LAKES	4801 SW 117 TH AVENUE	3 TANKS	1,000 GALLONS
STOREROOMS	SEVERAL LOCATIONS	80 CYLINDERS	SMALL FORKLIFT SIZES
PUMP STATION	11200 NW 36 AVENUE	1 TANK	500 GALLONS
PUMP STATION	11200 NW 36 AVENUE	1 TANK	1,000 GALLONS
PUMP STATION	2050 NW 75 STREET	1 TANK	500 GALLONS
PUMP STATION	2050 NW 75 STREET	1 TANK	1,000 GALLONS
PUMP STATION	7799 NW 48 STREET	1 TANK	500 GALLONS
PUMP STATION	8340 NW 54 STREET	1 TANK	1,000 GALLONS
PUMP STATION	18201 SW 12 STREET	1 TANK	500 GALLONS
PUMP STATION	18201 SW 12 STREET	1 TANK	1,000 GALLONS

SECTION 3
TECHNICAL SPECIFICATIONS
Liquefied Petroleum Gas (LPG)

H. PUBLIC WORKS AND WASTE MANAGEMENT

LOCATION	ADDRESS	QUANTITIES	SIZE
DORAL	8831 NW 58 STREET	3 TANKS	20 POUNDS
SOUTH DADE LANDFILL	24000 SW 97 AVENUE	22 TANKS	33 POUNDS
NORTH DADE LANDFILL	21300 NW 47 AVENUE	18 TANKS	33 POUNDS
RESOURCE RECOVERY	6990 NW 97 AVENUE	8 TANKS	33 POUNDS

I. MIAMI-DADE FIRE RESCUE DEPARTMENT

STATION NO.	ADDRESS		QTY('s)	SIZE(s)
1	16699 N.W. 67TH AVENUE	33014	1 Tank	1,000 Gallons
2	6460 N.W. 27TH AVENUE	33147	1 Tank	1,000 Gallons
3	3911 S.W. 82ND AVENUE	33155	1 Tank	1,000 Gallons
4	9201 S.W. 152ND STREET	33157	1 Tank	1,000 Gallons
5	13150 S.W. 238TH STREET	33032	1 Tank	1,000 Gallons
6	15890 S.W. 288TH STREET	33033	1 Tank	1,000 Gallons
7	9350 N.W. 22ND AVENUE	33147	1 Tank	1,000 Gallons
8	2900 AVENTURA BOULEVARD	33180	1 Tank	1,000 Gallons
9	7777 S.W. 117TH AVENUE	33183	1 Tank	1,000 Gallons
10	75-172ND STREET, SUNNY ISLES	33160	1 Tank	1,000 Gallons
11	18705 N.W. 27TH AVENUE	33056	1 Tank	1,000 Gallons
14	5860 S.W. 70TH STREET	33143	1 Tank	1,000 Gallons
15	2 CRANDON BOULEVARD	33149	1 Tank	1,000 Gallons
16	325 N.W. 2ND STREET	33030	1 Tank	1,000 Gallons
17	7050 N.W. 36TH STREET	33122	1 Tank	1,000 Gallons
19	650 N.W. 131 STREET	33168	1 Tank	1,000 Gallons
20	13000 N.E. 16TH AVENUE	33161	1 Tank	1,000 Gallons
21	10500 COLLINS AVENUE	33154	1 Tank	1,000 Gallons
22	15655 BISCAYNE BLVD	33160	1 Tank	1,000 Gallons
23	7825 S.W. 104TH STREET	33156	1 Tank	1,000 Gallons
24	13000 S.W. 139TH STREET	33186	4 Tanks	1,000 Gallons
26	3190 N.W. 119TH STREET	33167	1 Tank	1,000 Gallons
27	7903 EAST DRIVE, N. BAY VILLAGE	33141	2 Tanks	DOT 420's#
28	10350 N.W. 87TH AVENUE	33016	2 Tanks	1,000 Gallons/420# ASTM
29	351 S.W. 107TH AVENUE	33174	1 Tank	1,000 Gallons
30	9500 N.E. 2ND AVENUE	33138	1 Tank	1,000 Gallons

SECTION 3
TECHNICAL SPECIFICATIONS
Liquefied Petroleum Gas (LPG)

31	17050 N.E. 19TH AVENUE	33174	1 Tank	1,000 Gallons
32	16899 N.E. 3RD COURT	33162	2 Tanks	1,000 Gallons/420# ASTM
34	10850 SW 211TH STREET	33189	1 Tank	1,000 Gallons
36	10001 HAMMOCKS BOULEVARD	33196	1 Tank	1,000 Gallons
37	4200 SW 142 AVENUE	33175	1 Tank	1,000 Gallons
38	575 NW 199 STREET	33169	1 Tank	1,000 Gallons
39	641 EUROPE WAY	33132	1 Tank	1,000 Gallons
41	2270 N.E. MIAMI GARDENS DRIVE	33180	3 Tanks	1,000 Gallons/(2) 100#
42	65 FISHER ISLAND DRIVE	33109	1 Tank	1,000 Gallons
43	13390 S.W. 152ND STREET	33177	1 Tank	1,000 Gallons
44	7700 N.W. 186TH STREET	33015	1 Tank	1,000 Gallons
45	9710 N.W. 58TH STREET	33166	1 Tank	1,000 Gallons
46	10200 N.W. 116TH WAY	33178	1 Tank	1,000 Gallons
47	9361 S.W. 24TH STREET	33165	1 Tank	1,000 Gallons
48	8825 N.W. 18TH TERRACE	33172	1 Tank	1,000 Gallons
50	9798 HIBISCUS STREET	33157	1 Tank	1,000 Gallons
51	4775 N.W. 199TH STREET	33055	1 Tank	1,000 Gallons
52	12105 QUAIL ROOST DRIVE	33177	1 Tank	1,000 Gallons
53	11600 S.W. TURNPIKE HWY	33176	2 Tanks	1,000 Gallons/420# ASTM
54	15250 N.W. 27TH AVENUE	33154	1 Tank	1,000 Gallons
55	21501 S.W. 87TH AVENUE	33189	2 Tanks	1,000 Gallons/420# ASTM
56	16255 SW 72 STREET	33193	1 Tank	1,000 Gallons
57	8501 SW 127 AVENUE	33183	2 Tanks	1,000 Gallons/420# ASTM
58	12700 SW 6 STREET		2 Tanks	1,000 Gallons/420# ASTM
60	17605 SW 248 Street		1 Tank	1,000 Gallons
61	15155 SW 10 Street		1 Tank	1,000 Gallons
65	1350 SE 24 Street (Homestead)		1 Tank	1,000 Gallons
66	3100 SE 8 Street (Homestead)		1 Tank	1,000 Gallons
HQ Bldg.	9300 NW 41ST STREET	33178	2 Tanks	1,000 Gallons

J. MIAMI-DADE TRANSIT DEPARTMENT

LOCATION	ADDRESS	QUANTITIES	SIZE
TRACK AND GUIDEWAY	PALMETTO YARD, 6601 NW 72 AVENUE	2 TANKS	35 POUNDS
TRACK AND GUIDEWAY	PALMETTO YARD 6601 NW 72 AVENUE	2 CYLINDERS	100 POUNDS
CORAL WAY	2775 SW 74 AVENUE	1 CYLINDER	80 POUNDS

SECTION 3
TECHNICAL SPECIFICATIONS
Liquefied Petroleum Gas (LPG)

CENTRAL	3401 NW 31 STREET	1 CYLINDER	40 POUNDS
---------	-------------------	------------	-----------

K. MIAMI DADE POLICE DEPARTMENT

LOCATION	ADDRESS	QUANTITIES	SIZE
STATION 2 NORTHSIDE	2950 NW 83 STREET	1 TANK	1,000 GALLONS
STATION 4 CUTLER RIDGE	1080 SW 211 STREET	1 TANK	1,000 GALLONS
STATION 6 INTERCOASTAL	15665 BISCAYNE BLVD	3 TANKS	500 GALLONS
STATION 8 HAMMOCKS	10000 SW 142 AVENUE	1 TANK	1,000 GALLONS
PROPERTY & EVIDENCE	8951 NW 58 STREET	4 TANKS	40 POUNDS

L. INTERNAL SERVICES - FACILITIES AND UTILITIES MANAGEMENT

LOCATION	ADDRESS	QUANTITIES	SIZE
GRAHAM BUILDING	1350 NW 12 TH AVENUE	2 TANKS	1,000 GALLONS

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
WEDNESDAY
FEBRUARY 29, 2012



PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS
TAXES, DELIVERED IN MIAMI-DADE COUNTY, FLORIDA

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by:	ISD	Date Issued:	This Bid Submittal Consists of Pages 24
Km! Ra	Procurement	01/26/2012	through 28 and the Affidavits
	Management		

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

LIQUEFIED PETROLEUM GAS (LPG)

A Bid Deposit in the amount of **N/A** of the total amount of the bid shall accompany all bids

A Performance Bond in the amount of **N/A** of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE:	405-13; 405-03
Km! Ra, CPPO, CPPB, C.P.M., CAP-OM - PCO II	

FIRM NAME _____

RETURN ONE ORIGINAL AND ONE COPY OF BID SUBMITTAL PAGES AND AFFIDAVITS.

- 1. FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE**
- 2. FAILURE TO SIGN PAGE THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

BID SUBMITTAL FOR:

LIQUEFIED PETROLEUM GAS (LPG)

FIRM NAME: _____

1. The awarded bidder offers to furnish Liquefied Petroleum Gas (LPG) as bulk delivery or the replacement of empty cylinders, and associated accessories to Miami-Dade County as per the specifications in Section 3, Technical Specifications.
2. The estimated usage is for five-years and represents a usage rate that requires refilling of tanks or replacement of empty cylinders every three months and every six months respectively depending on the size of the container.
3. Please refer to Section 2, Paragraph 2.25 (C) for a listing of County departments which will use Federal funding for purchases under this contract.

PRICING FORM

GROUP A (Federally-Funded Departments)					
Item No.	Description	Unit	Estimated Quantity (5 Years)	Adder Price Per Gallon	Total Price
1	Liquefied Petroleum Gas (LPG; Propane)	Gallons	20,000	\$	\$
GROUP B (Other Departments)					
Item No.	Description	Unit	Estimated Quantity (5 Years)	Adder Price Per Gallon	Total Price
2	Liquefied Petroleum Gas (LPG; Propane)	Gallons	1,480,000	\$	\$
TOTAL (Groups A and B)					\$

Sample Invoice:

		UNIT	UNIT COST		
Liquefied Petroleum Gas					
Firm and Fixed Adder Price			\$0.2010		
OPIS Weekly Average Propane Price			\$1.3999		
TOTAL UNIT PRICE FOB MIAMI			\$1.6009	PER GALLON	
Gallons Supplied	20000	gallons			
Extended Price				\$32,018.00	
			Applicable taxes	\$1.00	
			TOTAL PRICE	\$32,019.00	

**SECTION 4
BID SUBMITTAL FOR:**

LIQUEFIED PETROLEUM GAS (LPG)

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN
CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____ **TITLE OF OFFICER:** _____

**Bid Title: Liquefied Petroleum Gas (LPG)**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor. The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ **Place a check mark here only if bidder has such conviction to disclose.**

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ **Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.**

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ **Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.**

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is **voluntary**, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and **shall not be binding** on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **within** the geographical boundaries of Miami-Dade County?

Yes _____ No _____

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **outside** the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____/____-____/____/____/____/____/____

Prompt Payment Terms: ____% ____ days net ____ days **(Please see paragraph 1.2 H of General Terms and Conditions)**

Signature: _____ **(Signature of authorized agent)**

****"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."***

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS

FORMAL BIDS



Miami-Dade County
Department of Procurement Management
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : Federal Employer Identification Number (FEIN):

Contract Title:

Affidavits and Legislation/ Governing Body

1.	Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6.	Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2.	Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code	7.	Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (d) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3.	Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) f the County Code	8.	Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4.	Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9.	Miami-Dade County Living Wage Section 2-8.9 of the County Code
5.	Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10.	Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant _____ Printed Title of Affiant _____ Signature of Affiant _____

Name of Firm _____ Date _____

Address of Firm _____ State _____ Zip Code _____

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____, 20____.

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced

Signature of Notary Public _____ Serial Number _____

Print or Stamp of Notary Public **Expiration Date** **Notary Public Seal**

FAIR SUBCONTRACTING PRACTICES

(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

[illegible]

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date _____

SUBCONTRACTOR/SUPPLIER LISTING
(Ordinance 97-104)

Firm Name of Prime Contractor/Respondent: _____

Bid No.: _____ **Title:** _____

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 MUST be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County.
This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, MUST be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner)	
			Gender	Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner)	
			Gender	Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate

Prime Contractor/Respondent's Signature

Print Name
(Duplicate if additional space is needed)

Print Title

Date

FORM 100